

United States Environmental Protection Agency		1. DUTY LOCATION Lenexa, Kansas	2. POSITION NUMBER		
<b>POSITION DESCRIPTION COVERSHEET</b>					
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position CPMJE PCS for Prof. work in the Phy. Science Group GS-1300, GS-1301, HRCD-4, 12/14					
b. Title ENVIRONMENTAL SCIENTIST		c. Pay Plan GS	d. Series 1301	e. Grade 12	f. CLC MAY
Official Allocation Physical Scientist (Environmental)	4. Supervisor's Recommendation Environmental Scientist		GS	1301	12
5. ORGANIZATIONAL TITLE OF POSITION (if any) PWSS Tribal Program Compliance Coordinator		6. NAME OF EMPLOYEE Kimberly Willis			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY - Region 7		1.			
b. Water, Wetlands and Pesticides Division		2.			
c. Drinking Water Management Branch		h. Employing Office Location			
d.		i. Organization Code			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGG. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Mary Tietjen Mindrup, Line Supervisor		d. Typed Name and Title of Second-Level Supervisor Karen Flournoy, Second Line Supervisor			
b. Signature Mary Tietjen Mindrup	c. Date 2/11/14	e. Signature Karen Flournoy	f. Date 2/12/14		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation. This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 042
g. Bargaining Unit Code 0029	h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resource Management Duties (10% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature Pat Short 3/4/14		
<b>11. REMARKS</b>					

*ENVIRONMENTAL*  
**PHYSICAL SCIENTIST (ENVIRONMENTAL)**

GS-1301-12

*PO*

**I. INTRODUCTION:**

Incumbent serves as the primary technical consultant and resource representing the Region's Public Water System Supervision (PWSS) program for tribes. The incumbent's assignments are technically complex. As such, the incumbent has overall independent responsibility for complex technical problem solving resulting in specific project solutions and general program direction. Scientific recommendations are normally accepted as sound without close review, unless matters of policy or program resources are involved.

**II. MAJOR DUTIES:**

Public Water System Supervision on Tribal Lands for Compliance-  
Provides professional scientific advice regarding matters relating to the development, implementation and monitoring of federally required Safe Drinking Water Act Public Water Supervision program (PWSS) for implementing regulations, policies and plans. Identify and recommend approaches for purposes of reviewing, analyzing, and recommending modifications of complex water related plans and programs developed by the industry which are responsible for complying with the varying aspects of PWSS.

Reviews, analyzes, and provides comments regarding technically complex and controversial documents and data analysis supporting decisions regarding the Tribal PWSS Program.

Communicates with Agency management, colleagues and other experts outside the Agency to gain information and corroboration regarding findings and solutions to complex problems. Writes study proposals and project plans.

Evaluate adequacy and acceptability of technical analyses, studies, sampling, and conclusions of industry when complying with the Federal Safe Drinking Water Act and implementing regulations. Provide technical testimony, on behalf of the Agency, as required in legal proceedings.

Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings regarding related to various aspects of overall drinking water.

Database Administration Support for Tribal data -  
Provide support and ensures security, maintenance and operations of the EPA Region 7 Drinking Water Information System for Tribal Systems. Maintains, updates, analyzes, and monitors data integrity and security of the data. Implements performance management and optimization methods sufficient to conduct performance tuning activities designed to optimize data management processes.

#### Field Certification and Sanitary Surveys-

Reviews, analyzes, and provides comments regarding technical operations of tribal public water systems. On-site reviews include a public water system's water source, facilities, equipment, operation, and maintenance. Surveys point out sanitary deficiencies and assess a system's capability to supply safe drinking water. Eight areas are evaluated for compliance: water sources; treatment; distribution systems; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; water system management and operations.

### **III. EVALUATION FACTORS**

#### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of professional environmental science concepts, principles and practices applicable to complex technical problems associated with drinking water issues encountered by public water systems including state-of-the-art technology and equipment development.

High level of knowledge of Federal Drinking Water Act and policy and its implementation of Drinking Water regulations, related to such programs as PWSS.

A practical understanding of drinking water utility and biological processes which could include hydrology, chemistry, and treatment methods addressing the cleaning and delivering of safe drinking water.

Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services on specific problems, projects or programs (e.g., developing, coordinating reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex projects).

Demonstrated skill to foster cooperation and team approaches, motivate and be creative in resolving issues.

Knowledge of grants duties which includes Pre-application/application, Award, Project Management/Administration, and Closeout

#### **FACTOR 2 - SUPERVISORY CONTROLS**

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

### **FACTOR 3 - GUIDELINES**

Administrative policies and precedents are applicable but are state in general terms. Guidelines for performing the work are scarce or of limited use.

The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or propose new policies.

### **FACTOR 4 - COMPLEXITY**

The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

### **FACTOR 5 - SCOPE AND EFFECT**

The work involves establishing criteria; formulating projects; assessing program effectiveness and investigating or analyzing a variety of unusual conditions, problems, or questions.

The work product or service affects a wide range of agency activities, major activities or industrial concerns, or the operation of other agencies.

### **FACTOR 6 - PERSONAL CONTACTS**

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. For example, the contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the contact. Typical types of contacts include attorneys, contractors, representatives of professional organizations, and the public.

### **FACTOR 7 - PURPOSE OF CONTACTS**

The purpose is to influence, motivate, interrogate, or impact persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, they employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

### **FACTOR 8 - PHYSICAL DEMANDS**

The work within the office is sedentary in nature, however, during field visits, there is walking, bending, or climbing. Travel in the performance of assigned duties is essential,

### **FACTOR 9 - WORK ENVIRONMENT**

Work is usually in an office setting, either at the regional office or while visiting at a tribal office. Some field visits may also be necessary.

PARTICIPATION IN THE MEDICAL MONITORING PROGRAM ☐ IS ☒ IS NOT  
REQUIRED.

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management
Name	Kimberly Willis	_____ This position has no extramural resources management responsibilities.
Position Number	_____	10% _____ Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Scientist	_____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS/12	_____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	WWPD/DRWM	

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature Marylou Minnery Date 3/18/14  
 Personnel Specialist's Judy Boelhorst Date 3/5/14

## Part 1. Contracts Management Duties

**Pre-award:**

- |  |  |
|--|--|
|  | Plans Procurements                         |
|  | Estimates Costs                            |
|  | Obtains funding commitments                |
|  | Prepares procurement requests              |
|  | Writes statements of work                  |
|  | Reviews statements of work                 |
|  | Processes unsolicited proposals            |
|  | Responds to pre-award inquiries            |
|  | Participates in pre-award conferences      |
|  | Conducts technical evaluation of proposals |
|  | Participates in debriefing/protests        |
|  | Other (lists)                              |

**Post-award:**

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

X

- \_\_\_\_\_ Monitors management and performance of delivery orders/work assignments after award
- \_\_\_\_\_ Defines scope of work for work assignments
- \_\_\_\_\_ Approves payment requests of ACH drawdowns
- \_\_\_\_\_ Manages cost-reimbursement contracts
- \_\_\_\_\_ Reviews invoices
- \_\_\_\_\_ Inspects and accepts deliverables
- \_\_\_\_\_ Other (list)

**Close-out:**

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

### Percentage of Time Spent on Contracts Management

5% %

Continued

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management

5% %

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Percentage of Time Spent on Interagency Agreements Management:

%

**Part 2. Grants/Cooperative Agreements Duties****Pre-application/Application:**

☐ Prepares solicitation for proposals  
☐ Identifies potential grantees for area of program emphasis  
☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)  
☐ Provides administrative information to applicants  
☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant  
☐ Assists applicant in resolving issues in application  
☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement  
☐ Negotiates level of funding  
☐ Conducts site visits to evaluate program capability  
☐ Serves as resource to Selection Panel  
☐ Informs applicants of funding decisions  
☐ Other (list)

**Award:**

☐ Prepares funding package, including Decision Memorandum  
☐ Obtains concurrences/approvals  
☐ Reviews/concurs in completed document  
☐ Establishes project file  
☐ Other (list)

**Project Management/Administration:**

☒ Monitors recipient's activities and progress  
☐ Reviews reports and deliverables and notifies recipient of comments  
☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues  
☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions  
☐ Approves payments requests or ACH drawdowns  
☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office  
☐ Negotiates amendments  
☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)  
☐ When necessary, recommends termination of the agreement  
☐ Resolves with Grants Management Office administrative and financial issues  
☐ Conducts periodic reviews to ensure compliance with agreement  
☐ Other (list)

**Close-out:**

☐ Certifies deliverables were satisfactory and timely  
☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out  
☐ Reconciles payment with work performed  
☐ Notifies recipient of close-out requirements  
☐ Obtains legal assistance if necessary to resolve incomplete close-out  
☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations  
☐ Other (list)

**Percentage of Time Spent on Grants/Cooperative Agreements Management**

5% %

**Part 3. Interagency Agreements Duties****Pre-Agreement:**

☐ Plans and negotiates work effort  
☐ Estimates costs  
☐ Obtains funding commitments  
☐ Prepares commitment notice  
☐ Writes or reviews scope of work  
☐ Responds to pre-agreement inquiries  
☐ Participates in pre-agreement conferences  
☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)  
☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)  
☐ Performs technical evaluation of work plan and budget  
☐ Prepares funding package and obtains necessary concurrences  
☐ Other (list)

☐ Monitors cost management and overall technical performance  
☐ Participates in decisions about project modification/termination  
☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)  
☐ Inspects and accepts deliverables  
☐ Other (list)

**Close-out:**

☐ Reviews final report  
☐ Decides on disbursement of equipment  
☐ Reconciles payments with work performed  
☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)  
☐ Certifies deliverables  
☐ Resolves close-out issues with Grants Management Office/other agency  
☐ Other (list)

**Project Management/Administration:**

☐ Reviews progress reports/financial reports

**Percentage of Time Spent on Interagency Agreements Management:**

           %